

Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030019-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 2 June 1953

FROM : Director of Training

SUBJECT: Re-classification of two positions -
Intelligence Training Division

1. It is requested that the following re-classification and upgrading of positions be accomplished in accordance with the increased duties and responsibilities as set forth in the attached position description:

AS ISREQUESTED

Training Assistant, U856, GS-7
Educational Specialist, U857, GS-9

Training Assistant, GS-9
Educational Specialist, GS-11

2. We feel that the requested grades, if approved, would more realistically approximate the performance of the individuals currently in these positions.

VJH/sln


MATTHEW BAIRD

25X1A9a

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| OFFICE OR STAFF | | OFFICE CODE | REQUEST DATE | APPROVAL DATE | CONTROL NO. | Page 1 of 1 Pages | |
|--|----------------|--------------|---|----------------|--------------|-----------------------|------------------------|
| Training | | U | 6/2/53 | JUL 15 1953 | 286 | | |
| DELETIONS | | | ADDITIONS | | | NET CHANGE | ORGANIZATION |
| ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | NEW BR. & DIV. TOTALS | CODE (Machine Records) |
| <u>Office of Training-General</u> <u>Intelligence Training Division</u> <u>Intelligence School</u> | | | <u>Office of Training-General</u> <u>Intelligence Training Division</u> <u>Intelligence School</u> | | | | |
| Educational Spec | GS-1710-9 | 857 | Educational Spec | GS-1710-11 | 897 | | |
| <u>Reading Improvement Branch</u> | | | <u>Reading Improvement Branch</u> | | | | |
| Training Assistant | GS-1711-7 | 856 | Trn Instr-Read Improve | GS-1710-9 | 898 | | |
| In accordance with request training office 2 June 1953. No change in T/O strength. | | | 25X1A | | | | |
| NEW OFFICE TOTALS | | | APPROVAL | | | | |
| T/O strength. <input type="text"/> 25X9 | | | The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O | | | | |

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